

ST MARY'S CHURCH HADLOW

ANNUAL PAROCHIAL CHURCH MEETING FOR THE YEAR 2022

To be held on

Sunday 30th April 2023, 11.15 a.m. in St Mary's Church

Documents for the meeting*:

Agenda for the 2023 APCM, p.3

Minutes of Previous APCM Meeting, held 24 April 2022, p.4

Churchwardens', committee and other reports for 2022, p.8

* The 2022 Annual Report and Accounts may be found at the back of this document, on pages 17-38.

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ST MARY'S CHURCH, HADLOW ANNUAL PAROCHIAL CHURCH MEETING

Sunday 30th April 2023, 11.15 a.m. in
St Mary's Church, Hadlow

A G E N D A

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 24th April 2022
3. Election of TWO (2) Churchwardens
(*Two churchwardens to be chosen in accordance with the Churchwardens' Measure 2001*)
4. Election of ONE (1) parochial representative of the laity to the Deanery Synod
5. Election of NINE (9) parochial representatives of the laity to the Parochial Church Council
6. The appointment of an Independent Examiner
7. Report on changes to the Electoral Roll (a copy of the Roll is available for inspection)
8. Adoption of The Annual Report on the proceedings of the PCC, the activities of the Parish generally and the Financial Statements of the PCC for the year ending 31st December 2022
9. The Churchwardens' Report on the fabric, goods and ornaments of the Church*
(*in accordance with Section 50 of the & Ecclesiastical Jurisdiction and Care of Churches Measure 2018*)
10. Report on the proceedings of the Paddock Wood Deanery Synod*
11. Reports of the activities of the sub-committees of the PCC*:
 - a. Education;
 - b. Fabric;
 - c. Finance (Treasurer's Report);
 - d. Outreach and Fundraising.
12. Reports on other areas of the life of the Parish*:
 - a. Anna Chaplain, Bell Ringers; Café Plus; Church Brass Cleaning; Church Cleaning; Coffee Pots and Tiny Tots; Delhi Brotherhood Society; Church Flowers; Food Bank; Kibakwe Link; Hospital Car Service; Messy Church; Music; Newsletter Delivery; Sides Persons;
13. The vicar's reflections

* Reports for items 2 and 9 to 12 follow in this APCM booklet. The 2022 Annual Report & Accounts (item 9) is available from the St.Mary's website at www.stmaryshadlow.org.uk. There is a sign-up sheet at the back of church If you would like a paper copy.

Minutes of the Annual Parochial Church Meeting of St Mary's Church, Hadlow held 24 April 2022

Held in Church on Sunday 24th April 2022

In the Chair:

Rev'd Andrew Axon, Area Dean

Minutes taken by:

Nicola C, PCC member

1. Members present

Rev'd Andrew Axon, Area Dean (AA, Chair)

Officers of the current PCC: Michael Payne, Churchwarden (MP), John Speed, Churchwarden (JS)

Plus [30] members present in church and five listening via Zoom.

Apologies were received from Linda Moore, David and Judy Gater, Lisa Porritt, Stan and Ann Jenner, Martin and Janice Massy, Richard and Julia Hopkinson, Vera Godsall, Lee Kirk, Michael Harvey.

2. Minutes of the Annual Parochial Church Meeting held on 25th April 2021

Minutes of the Annual Parochial Church Meeting held on Sunday 25th April 2021 were approved by unanimous vote.

3. Election of Churchwardens

Nominations were received for Michael Payne and John Speed. There was a unanimous vote and expressions of thanks from those present.

No other nominations: MP and JS were therefore elected unopposed. Andrew thanked the churchwardens for all the work they have done, especially as a vicar is not in post.

4. Election of parochial representatives of the laity to the Parochial Church Council (PCC)

Three nominations for PCC: Lisa Porritt, Lea Menday-Kolozsvari, Iris Shaw elected unopposed for next 3 years.

Andrew thanked those who are standing down as PCC members.

5. Election of parochial representatives of the laity to the Deanery Synod

Mike Harvey and Barry Wheeler were elected as deanery synod representatives for next 2 years.

6. Appointment of sidespersons

AA thanked our current sidespersons and suggested that anyone who is able to smile and be friendly would qualify to be able to do this job and invited other members of church to volunteer. The current list was approved to serve again.

7. Report on the Electoral Roll (A copy of the Roll is available for inspection)

MP thanked David Lear who acted again as our Electoral Roll Officer. There are 138 on the Electoral Roll, of whom 92 are resident in this parish, and 46 non-resident. Nine new names added to the list

compensated for 9 people who have moved away. David Lear voted to continue in this role and AA suggested he be thanked with a bottle of wine.

8. Adoption of the Annual Report on the proceedings of the PCC, the activities of the Parish generally and the Financial Statements of the PCC for the year ending 31st December 2021

MP proposed that the APCM adopt the Annual Report and Accounts for the year ending 31 December 2021. Approved.

Martin Massy, Honorary Treasurer, provided the following:

The annual report and financial accounts and the APCM booklet are available on the St. Mary's website: <http://www.stmaryshadlow.org.uk/church-life/reports-accounts/>.

We made a surplus in 2021 of over £10,000, but bear in mind that this is because our contribution to the diocese was less than it should be to cover the costs of ministry, etc in Hadlow and Golden Green. Thank you to everyone who supported the stewardship campaign in November, and thank you to church members more generally for your financial support. Thanks also to the finance team, especially Duncan Murray (book-keeper), John Speed (Gift Aid) and David and Gabrielle Lear who helped sort out the accounts.

I would like to make two pleas for the year ahead: i) that people switch their standing orders or open new accounts with the Parish Giving Scheme, which saves us time and effort in reclaiming Gift Aid, and ii) that people consider leaving a legacy to St. Mary's – a few percent could make a big difference in maintaining the church that you love. Thank you again to all.

9. The appointment of an Independent Examiner

MP proposed that David Stephens be re-appointed as Independent Examiner. The motion was carried unanimously.

10. The Churchwardens' report on the fabric, goods and ornaments of the Church

MP drew members' attention to the Churchwardens' report in the APCM booklet.

11. Other Reports

Reports on all other areas of church life were in the documents available from the church website. The following were additional comments made from representatives of the various committees present at the APCM.

JS commented that all committees are for all church members, not just PCC members, and asked for more volunteers.

Paddock Wood Deanery Synod: Barry asked AA whether the synod will continue meeting in person. AA agreed that this was the case except the winter meeting will be via Zoom.

World Mission committee: It was noted that the World Mission committee was formally disbanded by Rev'd Paul White. MP informed the meeting that the Foodbank is operating as our mission and it is hoped that this will continue. and that this team will extend their interest into World Mission in due course. Julia Miles commented that it was important that the church is seen as outwardly giving and that this is an important priority. Andrew suggested that the PCC should consider this.

Outreach: Barry asked whether we are going back to having a boot fair. NC noted that there is no access this year to the field we usually use.

Anna Chaplain: Jenny thanked all those who are part of the home communion team and she is hoping to do Holiday At Home again this year however she will need to fundraise for this and so is hoping to run a bacon buttie breakfast on June 11th.

Church cleaning: JS identified that the Church cleaning team needs more volunteers.

Coffee Pots and Tiny Tots: Cathy thanked all the volunteers and to those who move chairs on a Sunday in preparation.

Kibakwe: Sharon updated us on the Kibakwe link. She is still in contact but difficult because of the language barrier, and whilst they had hoped to be able to go over this year, they are not going to be able to. Heard from the secondary school this week and they are all well.

Messy church: Kelly Parsons reminded us that there is a service today.

Music: It was noted that the Choir used to include a range of ages. Liz Davies asked for more members to join, especially young people.

Pippa May reminded people that choir practice is on Friday evenings at 7.15 pm and that they end everything with a drink at The Two Brewers.

Hospital car service: Mike Harvey is continuing to organise this.

Safeguarding: Cathy Brill said that she had at last received the materials for both the foundation and basic awareness training. She proposed providing some group sessions over the next few weeks so that we are all up to date on our training.

Reflections from churchwardens - JS

A lot of things are changing. JS wished to say a big thank you to everybody who volunteers and acknowledged that there are a huge number of people around the parish helping out. He also thanked the visiting clergy and offered an invitation for more members of the congregation to volunteer.

Update to recruitment for new incumbent. Advert goes out next week; shortlisting in beginning of June; interviews at the end of June and hoping for installation in September.

Queen's Jubilee: Liz Davies asked whether St Mary's is doing anything for the Queen's Jubilee. Prom and Pimms event being organised.

12. Churchwardens APCM Report

In our Churchwardens' Report John & I considered the events leading up to 1 January this year and thanked everyone who made such a difficult year as successful as it could be under the circumstances.

I would like once again to highlight our thanks to all of you for your help, understanding, support and reassurance. Together we have all kept services at St Mary's proceeding in a safe way as we have come out of the regulations relating to Covid, though we continue to remain mindful of any guidance, both from the Diocese and the Government. Gradually more and more aspects of Church life have been able to resume and many with great gusto and appreciation. In this regard particular mention must be made of Outreach led by Janice, Education under Cathy, and the Choir under the musical direction of both Michael and Francis. We also remain mindful of the needs within our community and our Mission work led by Alison.

Personally, my biggest regret last year was having to take the decision to abandon Carols in the Square at Christmas. I did this against a backdrop of the rising Covid infection rate at that time and despite government insistence that no new measures would be put in place before Christmas. In the event, as we now know, omicron, whilst highly infectious, was not as potent as previous variants. But how would

it have looked if St. Mary's Church had gone ahead with such an event in a public place and infection had led to a greater risk in our community at Hadlow? Whatever people might have thought about my seemingly killjoy approach I felt vindicated by the news that many in the East Peckham Silver Band were already suffering, and they weren't even sure they would have had sufficient members to lead us in any case. Moreover, the weather on the night would hardly have been favorable to those that might have attended, and an indoor gathering was not an option.

Life as a Churchwarden continues not without its surprises. Only this week, for instance, John has had the problem of an influx into our Church, not of more people but of mice! I, on the other hand, received two messages from the Diocese regarding further repair work at the vicarage. They were addressed to the Revd. Michael Payne and not having even started down the same path as Kelly, I discovered that my namesake lives in another vicarage in a parish in Rochester! Coincidentally I had only met my cousin from Guernsey this month for the first time and he too has the same name! Thus, having been Churchwarden throughout a pandemic and a sabbatical, as well as now during an interregnum, I wish to put on record that I will only be serving as a Churchwarden for one more year.

Perhaps the biggest challenge for us all has been gearing up for the appointment of our new vicar. John & I are enormously grateful to David, Jenny, Mike, Sharon, and Stafford for their work in steering the Parish Profile, as well as Andrew our Area Dean (who has also kindly led us today) and Sharon our new Archdeacon for Tonbridge. Both have been extremely helpful in facilitating and guiding the process as well as supporting the cause for Hadlow to remain a single parish benefice, which is extremely unusual these days. Moving forward we I hope that we might be able to affirm their faith in us by our support for our new incumbent, whoever that might be, when chosen.

Finally, John and I wish to thank those who have made services possible without a vicar in terms of their leadership in worship, particularly Christopher who has once again gone beyond the call of duty and Kelly who will soon be starting a new chapter in her own ministry. We look forward to a year supporting an exciting new chapter for the life of St Mary's Church and our community here in Hadlow. Thank you all from me and thank you also to my friend and colleague John.

Looking ahead I remain optimistic; I remain optimistic for the future at St Mary's Church. Let us look forward not back, look out not in and look up not down. мир вам myr vam (Ukrainian - Peace be with you)

Michael Payne 25 April 2022

AOB - Iris thanked the PCC and churchwardens for their work over the last year, noting especially the circulation of weekly emails so we all know what we are doing.

Meeting closed at 12.10pm led in prayer by Christopher Miles.

Signature



Date: 27 March 2023

REPORTS FOR THE YEAR 2022

Agenda Item 9: Churchwardens' Report for the year 2022

Traditionally the reason for having two Churchwardens is the division of the role between a “vicar’s warden” and a “people’s warden”. These are differentiated by the symbols at the top of the two wardens’ staffs: a mitre and a crown respectively. During an interregnum it is quite useful to have this division of responsibilities. However, when there is no vicar then technically both wardens become “bishop’s wardens”. This is all very well except when, not only is there no vicar in post, but there is no bishop either or, as was also the case at the start of this interregnum in Hadlow, there was no archdeacon either! Fortunately, John & I had the support of our excellent Area Dean, Andrew Axon.

In ordinary times the churchwardens are responsible for overseeing the care of the church and its property. In addition, during an interregnum, churchwardens take on responsibility for the vicarage as well, irrespective of whether it is in the ownership of the parish or the diocese. Hadlow vicarage needed a lot of work to return it to a reasonable standard. A new boiler had to be installed, new sink to the kitchen, a new shower to the shower room and a shower to the bathroom. The kitchen floor had to be replaced as did the utility room, which also needed new taps, and a new wood floor was fitted to the entrance hall and office. Meanwhile the parquet floors to the dining room and lounge were sanded and polished and one of the bedroom basins also had to be replaced. Electrical work included new lighting to the kitchen, utility room and hallway as well as new external LED security lighting. Furthermore, a completely new alarm system was installed.

Outside the garden had to be maintained including overgrown ivy extending up to the soffits removed. New front gates were installed and the fence leading up to them replaced. This was all completed before the wind took out the post bearing the side gate!

Quite apart from a deep clean of the bathrooms and kitchen there was a need for carpet cleaning and redecoration of most of the interior. Then once our new incumbent was chosen other changes were required to the kitchen, including new worktops and removal of wall standing units which in turn meant further redecoration together with the replacement of the living room wallpaper and full redecoration of that room as well, all of which had to be overseen. I wish to express my sincere thanks to the Diocesan Surveyor, for without his support the whole task would have been immeasurably more difficult and time consuming.

Turning to the church building itself together with its fabric and contents, this remains in generally good order. More details can be found in the Fabric Committee report itself. Furthermore, during the year work began to overhaul the Terrier & Inventory listing the assets of the church in terms of land and buildings (The Terrier) together with its contents and records (The Inventory). This exercise was last conducted in full in 1987 and I am pleased to say that by the time of writing this has now been concluded.

Quite apart from a full appraisal inventory of the church plate, there is a schedule of furnishings and fittings, many of which have been donated and often in memory of individuals and families. These have been recorded as completely as possible. This list includes anything from the stained-glass windows to altar rails, and from the organ to the beautiful communion set presented during the year in memory of our late Treasurer and friend Freddie Shaw.

The inventory also includes a revised schedules of registers and records. These range from registers of baptisms since 1836 to services held at Golden Green up to 1964. There is even an insurance policy on a haystack dated 1913!

None of this would have been possible without the responsibility for arranging cover and all other aspects of services having been taken on so proficiently by my fellow churchwarden. Hence, I wish to minute my thanks to John, together with all the members of the PCC for their support throughout the year and indeed, the whole interregnum.

Finally, the churchwarden's report would not be complete without mention of the most important event of the calendar for Hadlow. In a year that saw us mark the end of an era with the demise of Her Majesty The Queen, the only monarch that most of us have ever known, there was also an uplifting occasion. That was of course the arrival of Fr. Jim as our new vicar in November. We welcome him and his partner Rob and it is our sincere hope that he will find fulfilment and enjoy many years to come leading the church here in Hadlow.

Michael D Payne 16 March 2023

Agenda Item 10: Deanery Synod Report

The Paddock Wood Deanery comprises the churches in Brenchley, Capel, Collier Street, Five Oak Green, Hadlow, Horsmonden, East Peckham, Laddingford, Lamberhurst, Matfield, Nettlestead, Paddock Wood, Pembury, Tudeley and Yalding.

In February the Deanery met via Zoom for a talk by the Rev'd Jane Winter on 'Living in Love & Faith', a C of E discussion document about sex, sexuality, marriage and relationships. As usual this was discussed by everyone in break-out groups and fed back to the meeting.

The Deanery operates a Mission Fund and a small donation was made towards the expenses incurred by Yalding church for their Alpha course.

Due to circumstances, no further meetings took place until November, when we met jointly with the Tunbridge Wells and Malling Deaneries at Pembury Upper church for a Q&A and music evening with the Rt Rev Jonathan Gibbs, the new Bishop of Rochester in order to get to know him a little.

Mike Harvey, February 2023

Agenda Item 11: PCC Committee Reports

Education Committee

We were able to organise a Lent course in person again for the first time post-Covid. This was well attended on Saturday mornings, with the added attraction of bacon rolls. We followed the material provided in the book 'Still Standing' by Rachel Mann, using clips from the film 'Rocketman'. The course was led by a different member of the education committee every week.

The Sunday group for young children continues to operate flexibly, in response to attendance on any particular day. Those running the group have to be ready to fit prepared material to the individuals who turn up. Continuity is difficult to achieve, so we have to make the most of opportunities as they arise.

Cathy Brill, February 2023

Fabric Committee

The Fabric Committee met in February and June. The general condition of the church fabric is good. As a recommendation from the last quinquennial inspection, we installed gauges – two standard monitors and one based on Moiré fringes – to monitor a crack in the south side abutment of the chancel arch. Reassuringly, no movement has been detected.

Many areas need redecorating, which we expect to approach piecemeal as the cost of redecorating all areas at once would be prohibitive. The focus in 2022, however, has been to develop a project to improve the lighting in church, especially the high-level lights in the nave – many of these lights have failed, and all are obsolete, so spares are hard to come by. We commissioned a lighting design by CES, who specialise in lighting for churches. The cost of converting everything, including a modern control system, is huge so we aim to start by doing what we can afford to renew the high-level lighting.

I would like to thank the committee members, who bring varied skills and experience: Richard Hopkinson, Stephanie Wilcox, Anne Hughes, Mike Harvey, Michael Payne, John Speed.

Martin Massy, Convenor, March 2023

Treasurer's Report

A report on the financial situation forms part of the 2022 annual report and accounts. I am very grateful to have the help and support of the finance team, especially Duncan Murray (book-keeping) and John Speed (Gift Aid), and of David and Gabrielle Lear who help enormously with payroll, accounting advice and preparation of the accounts. John does an invaluable job claiming Gift Aid, which again contributed 15% of the total income for the year.

We would like to encourage people to give via the Parish Giving Scheme (PGS), which was introduced in Rochester diocese towards the end of 2021 (the PGS was first established in 2014). The PGS doesn't cost us anything and simplifies administration since it claims Gift Aid on our behalf and reduces the amount of cash we need to handle, which helps since the Tonbridge branch of our bank closed March 2023. The PGS is a direct debit scheme with the usual guarantees, and registration is straightforward, either online, by telephone or by post. Talk to me, Martin Massy, if you would like more information. Gift Aid is an important source of income; if you have not yet completed a Gift Aid form for St.Mary's and would like to please contact John Speed or Martin Massy.

Thank you to all our donors; without you it would not be possible to fulfil our aim of "promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical" as well as we would like (see objectives of the PCC in the annual report). Thank you again.

Martin Massy, Hon. Treasurer, March 2023

Outreach & Fundraising Committee

In 2022, the Outreach and Fundraising team kicked off the year with the usual concert by our local band, the East Peckham Silver Band – always a popular event.

Three other musical events were held during the year: a concert by the accomplished Bacchus Wind Orchestra in May, an organ recital by our former organist and musical director the excellent Antony le Fleming in October and the Prom and Pimms evening in June to celebrate the late Queen's Platinum Jubilee.

The latter was one of our biggest events of the year and was a rousing occasion with a packed church. The church looked amazing, decorated with hand-made bunting from our Café Plus and

Knit and Natter teams, and beautiful flower arrangements by St Mary's flower ladies. The evening displayed the talent to be found locally and concluded with a 'Last Night of the Proms' type finale of patriotic favourites and much flag-waving.

Other events in the year included our annual quiz night, harvest supper and a very popular Cream Tea at the Vicarage. We also co-ordinated the refreshments after Fr. Jim's installation service in November – with many contributions from our congregation.

Christmas was a very busy time for the team, with a wreath-making workshop, Christmas Tree Festival and Christmas Fair. However, income raised from the last two events was less than expected; this may have been due to the current difficult economic climate: fewer donations were received at the Christmas tree festival and lower numbers of children attended the Christmas Fair than previously.

Overall, fund-raising income was down on previous years (not including 2020 and 2021 which were impacted by Covid lockdowns). Part of the reason for this was that one of our usual big fundraising events did not take place: the May Bank Holiday Boot Fair. This was due to a large proportion of Jacksons' field having been ploughed up to install a waste overflow pipeline from the new housing development in Carpenters Lane. And at the time of writing, it appears that, yet again, we are unlikely to be able to hold the boot fair this year (2023) due to the condition of the field.

Apart from the events organised by the team, St Mary's plays host to a number of outreach activities which bring people together and benefit the community of Hadlow: Café Plus organised by Sally Bentham and Lin Pearson, Seniors' Coffee Mornings, Seniors' Tea at 3 and Holiday at Home organised by our Anna Chaplain, Jenny, and Coffee Pots and Tiny Tots co-ordinated by Cathy Brill.

Finally, I would like to thank our team: Kirsty, Sharon, Katherine, Lee, Iris and Lea, and our hard-working church wardens John and Michael; and, of course, all members of St Mary's who have helped out at and supported our events.

Janice Massy, Outreach & Fundraising Committee Convenor, March 2023

Agenda Item 12: Reports from other areas of the Parish

Report from the Anna Chaplain

We were able to hold Holiday at Home for the first time since the Pandemic. I am grateful to those who helped over the two days at the beginning of August. It was much appreciated by those who attended.

Seniors' Coffee morning is held on 1st & 3rd Friday mornings at 10.30 and continues to be well supported by our regulars including people from the community. Feel free to join us for coffee and a chat.

We continue to take Home Communion to those who are unable to get to services. We also have members who regularly visit those who are unable to come to church. I would like to thank those who give up their time for these valuable ministries.

We invited Penny Brandling-Harris to a meeting to thank her for her service over many years. Father Jim met with the teams mid-January. If you know of anyone who wishes to be visited or to have Home Communion please contact Jenny – details in the weekly pewsheets – or the vicar.

Jenny Hopkins, February 2023

Hadlow Bell Ringers

We continue to ring on every Sunday and practice every Wednesday. Our practices are supported by visiting ringers from local towers which mutually benefits us all. It enables us to ring more advanced methods and means we can ring when our own ringers have other commitments. We have continued to attempt a quarter peal on the 1st Sunday of the month which helps our band to improve our overall ringing capability.

In June, we rang a number of quarter peals celebrating the Platinum Jubilee of Her Majesty the Queen. In September, when Her Majesty passed away, we took part in the Nation's mourning and rang our bells fully muffled with the tenor open at backstroke. On the 10th of September we rang our bells fully open for the Proclamation of King Charles III and also rang a handbell quarter in the church that afternoon. From that time on our bells were again fully muffled until we had rung for Her Majesty's funeral.

In October we had an outing ringing the bells at Marden and Yalding, ending up with a pub lunch. Members of the band take an active part in district ringing and as a band we support Nettlestead with ringing for their weddings.

In November we rang a quarter peal for the Installation of the new Vicar and we rang handbells during the church Christmas fair.

We realise that we need to recruit more ringers so that we can ring all our bells every Sunday. We currently have four people learning to ring with the expectation that they will ring for the Coronation of King Charles III in May.

Phil Jarvis, Tower Captain, March 2023

Café Plus

Café Plus at St Mary's had previous run successfully under the Curate Nicky Harvey but was interrupted for two years by the pandemic. We started again in January 2022, with Covid restrictions still in place, with the aim of producing knitted bunting and paper chains for the Queen's Jubilee celebrations, culminating in the Jubilee Concert held at St Mary's on the 3rd June. An average of fifteen ladies met twice a month for five months to produce a display worthy of the Platinum Jubilee.

After the Jubilee we have undertaken several activities including machine sewing, where we brought in sewing machines to produce peg bags, chicken door stops and tote bags. We also produced items to sell at Christmas Craft Stalls, (raising £1087 for The Little Princess Trust with the Knit and Natter Group), and knitting a Christmas Nativity for St. Mary's Christmas Tree Festival. We have had a busy first year back, obtaining funding from Involve Kent under their Universal Services Wellbeing Services Support. As a result we were able to fund the Café Plus Christmas Party, which was held on 14th December at the Old School Hall, and a trip to Rochester Christmas Market on 26th November. Both were well attended, despite the weather!

Sally Bentham, February 2023

Church Brass Cleaning

Carole Bramham and Linda Moore continue to clean the brass once every two months.

Linda Moore, February 2023

Church Cleaning

We have a very small number of loyal cleaners and the church is cleaned each week. It would help enormously if anyone feels they can spare an hour or so every few weeks to become part of the team. I'm in church most Sunday mornings if you feel you can help and want to know more.

Ann Jenner, February 2023

Coffee Pots and Tiny Tots

It has been a joy to open the church doors again and welcome mums, dads, grandparents, babies and children once again on Wednesday mornings from 10.30 – 12 noon. We aim to provide a safe environment where parents and other carers can meet informally while their babies and small children play. Tea, coffee and biscuits are provided for a small donation. Every week, there is a simple craft activity and we finish with a music session of action songs and musical instruments. Many of the families who attend make firm friendships which benefit both adults and children and extend beyond the weekly meetings in church.

The group is run by a group of volunteers including Cathy Brill, Carole James, Jim and Pippa May, Val Newell and Jem Spalding. Thanks also to Father Christmas who came to distribute presents at our annual party, and to the team of volunteers who move chairs and prepare the space on Tuesday evenings (although it would be nice to have more people on the rota!).

Cathy Brill, February 2023

The Delhi Brotherhood Society

St.Mary's has supported the DBS for well over thirty years through annual donations. The DBS was formally established in 1973 as a charitable society to “help without distinction of nationality, caste, creed or religion, persons who stand in need of aid” and works among the poor, helpless and oppressed across Delhi. Today, DBS operates many projects such as women's empowerment, education (primary and secondary schools, after-school club), vocational training, abuse prevention, night shelters, etc (<https://www.delhibrotherhood.org/projects>).

Martin Massy, March 2023

Flowers

Thank you to all who arrange and contribute to our church flowers. Special thanks for the wonderful Platinum Jubilee displays — also Easter, Harvest and Christmas. They were outstanding and made the church look very welcoming. If you love flowers and would like to join our regular flower ladies, please contact Carol Wickham on 01732 851139.

Our flower ladies usually provide one arrangement per week according to the rota. It would be really lovely if anyone from our congregation felt able to place a vase of flowers in church, perhaps for an anniversary or remembrance for a loved one special to them. As we try to limit our use of non-biodegradable floral foam a vase of flowers would be just perfect.

Carol Wickham, February 2023

Food Bank

Hadlow Foodbank continued throughout the year under the leadership of Alison Middleton. Our thanks go to her on leading this good work and to all those who have supported her on the rota through the course of 2022. A particular mention must be given to Siobhan, Sharron, Julia & Linda who, with others, have all been stalwarts of organisation when it came to the preparation and giving out of food bags. The continuing generosity of our parish has been evident in the way that the Hadlow Foodbank continued to be supported by donations during the year.

Rather than close the foodbank, as was mooted at the last PCC meeting of the year after Alison had retired, I am pleased to report that it has been reinvigorated once again for 2023. Nicola Hall has kindly stepped up to lead a team of volunteers, some old and some new. Moreover, the decision to increase the availability to weekly rather than just twice a month appears to be fulfilling the current requirement in the community.

Michael D Payne 16 March 2023

Hadlow-Kibakwe Parish Link

The link continues, for the most part, in a state of hibernation. For the last two years, Covid has prevented travel to Tanzania and in that time our Link Coordinator in Kibakwe has been moved from his teaching post at Kibakwe Secondary School to a secondary school in a village nearer Kibakwe's Diocesan town of Mpwapwa. Two new link coordinators have been appointed and communications have continued in a limited way via WhatsApp. English is not the Coordinators' first language and it has proved difficult to get any news of how existing projects supported by St Mary's Church and Hadlow institutions are faring. We are considering making a trip to Kibakwe in October 2023 to renew all the links – Church links, school links, Scout links – between the institutions in Kibakwe and those of Hadlow.

Jim May March 2023

Hospital Car Service

During 2022 we completed 302 journeys, which compares with 265 in 2021 – a 14% increase – on behalf of 54 'clients'. This equates to just under 6 appointments per week in 2022.

We had 11 active drivers last year (9 in 2021), although most journeys were done by just 5 of us. However, it goes without saying that without all our volunteer drivers this much-appreciated service could not exist and I am extremely grateful to them all for their efforts on behalf of the local community in Hadlow & Golden Green. The drivers in 2022 were: Dominic Brown, Marie Dawes, David Gater, Ann Jenner, Jim May, Linda Moore, Richard Morley, Duncan Murray, John Pierce and Annie Young.

I have been responsible for organising the Hospital Car Service for some five years now, and it is very clear that it is hugely appreciated by the community and also very much needed. However, with demand increasing we are in need of additional drivers. If you are interested in giving up a little of your time between 8.30 am and 5.30 pm on weekdays, please do speak to me or call me on either 01732 851881 or 07464 548448. It really is not onerous but is extremely rewarding (spiritually if not financially). An enhanced DBS (Disclosure & Barring Service) check would be required and undertaken by St Mary's church.

Mike Harvey, February 2023

Messy Church

Messy Church provides a new way of worship for church members and an exciting outreach opportunity. Every craft activity is linked to a theme from a Bible story. We finish with a short act of worship followed by the sharing of food. All ages are welcome. This year we explored Messy Easter (April), The Lord's Prayer (June) and Fruits of the Spirit (October). In November, at Messy Advent, we were also fortunate to enjoy a visit from the Heavenly Hands puppet group and young puppeteers from St Stephen's church, in addition to the usual activities. Although these sessions are run by a small team of regular volunteers, everyone from the congregation is invited to attend

and experience this new way of exploring the Bible. It would be great to have more support here as we are hoping to grow Messy Church again; it has really dropped off since Covid.

Cathy Brill, February 2023

Music

The choir, under the shared direction of Francis and Michael, continued to lead the congregation in the singing of hymns and the two settings of the Eucharist. Although only 12 in number they are a very loyal and enthusiastic team and performed more than fifty anthems as introits or at Communion during the course of the year. We are lucky to have them as so many churches now have no choir.

Michael Pound, March 2023

Newsletter Delivery

The Hadlow newsletter keeps residents informed of church events, parish council news and the activities of local organisations. Every month except August the newsletter is compiled by Lesley Bright and 1400 copies are printed by Janice Massy in the Parish office. It is great to see that we are now on edition number 600 thanks to everyone's efforts.

A special 'Thank you' goes to Anne Hughes who has been helping with the newsletter since 1987, eventually taking on the coordination of its distribution. Hildegard Pax has recently taken over the coordination role and enjoys being part of the team. Many thanks also go to the longstanding volunteers Carol Wickham, Carol Bramham and Sylvia Bush and the team of folders (who meet in the church on the last Thursday morning of each month) as well as the 35 volunteers delivering them to their neighbourhoods.

Some of the outlying areas of Hadlow, like North Frith Park are not covered in the distribution, and some areas of the Parish receive the newsletter via email, kindly distributed by Anne Waddingham in Golden Green and others. We would be very glad to hear from anyone who would be willing to join the newsletter delivery team.

Hildegard Pax, March 2023

Sidesmen's Report for 2022

Until this year there had not been an opportunity for the sidesmen to operate in their usual way since the start of 2020. Hence it was a great relief when it eventually became possible during the year to re-establish a rota to welcome everyone back into church once again in the usual way. Our thanks go to those who either remained on call or started assisting once again. These include Bet Brett, Claire Walter, Gill Speed, Jenny Hopkins, Kirsty Finch, Carol Bramham, Mags Skelton, and Lee Kirk.

Michael D Payne 16 March 2023

ST MARY'S CHURCH HADLOW

Annual Report and Financial Statements of the Parochial Church Council

For the
Year Ended 31 December 2022

Incumbent: The Reverend Jim Horton

Churchwardens: Michael Payne, John Speed

Independent Examiner: David Stephens B.A., F.C.C.A.

Charity name: The Parochial Church Council of the Ecclesiastical Parish of St.Mary, Hadlow
(St.Mary's, Hadlow)

Charity registration number: 1170577

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ADMINISTRATIVE INFORMATION

St Mary's Church is situated in Church Street, Hadlow, Kent. It is part of the deanery of Paddock Wood and the diocese of Rochester. The ecclesiastical parish includes the villages of Hadlow and Golden Green. The correspondence address is The Vicarage, Maidstone Road, Hadlow, Kent TN11 0DJ.

The Parochial Church Council (PCC) is a corporate body established by the Church of England, and was registered with the Charity Commission as a charity in December 2016 under the title "The Parochial Church Council of the Ecclesiastical Parish of St. Mary, Hadlow (St. Mary's, Hadlow)", Charity Number 1170577. The Trustees are the PCC members.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members for 2022 are listed below.

PCC members normally serve for three years – the terms of elected members are shown below in brackets – and afterwards may stand for re-election. Churchwardens are elected each year and may serve a maximum six consecutive terms of office. One PCC member resigned in November.

Incumbent and Chairman The Reverend Jim Horton (from 23 November)

Churchwardens John Speed (2020 – 2023)
 Michael Payne (2019 – 2023)

Elected Deanery Synod Representatives

Barry Wheeler (2021 – 2024)
Mike Harvey (2022 – 2024)

PCC Members

Cathy Brill (2021 – 2024)
Nicola C (2018 – 2021; Co-opted 2021 – 2023)
Melissa Crawshay-Williams (2020 – 2023)
Kirsty Finch (2020 – 2023)
Mike Harvey (2021 – 2022)
Jenny Hopkins (2020 – 2023)
Richard Hopkinson (2020 – 2023)
Lee Kirk (2020 – 2023)
Janice Massy (2020 – 2023)
Martin Massy (2020 – 2023)
Lea Menday-Kolozsvari (2022 – 2025)
Katerina Plucknett-Nixon (2020 – 2023)
Lisa Porritt (2022 – 2025; resigned November 2022)
Iris Shaw (2022 – 2025)

Honorary Treasurer Martin Massy (2019 to date)
PCC Secretary Martin Massy (2018 to date)

A copy of this report and the accompanying APCM booklet, which describes aspects of church activities in more detail, may be downloaded from <http://www.stmaryshadlow.org.uk/church-life/reports-accounts/>

PCC STRUCTURE; MANAGEMENT AND GOVERNANCE

The church is governed by the Parochial Church Council (PCC). The PCC operates under the Parochial Church Councils (Powers) Measure 1956 as amended – which sets out the general functions of the PCC – and the model rules set out in the Church Representation Rules 2022.

The PCC comprises the “officials” of the parish (Incumbent, Curate, Churchwardens, Treasurer, Secretary), two elected representatives to the Deanery Synod and 12 members elected to represent the interests of church members (the laity; the Treasurer and Secretary may also be elected representatives of the laity). The incumbent chairs the PCC; during a vacancy (interregnum) this role is taken by one of the Churchwardens.

The PCC normally operates through regular, bi-monthly meetings of the full PCC, supported by committees that meet regularly throughout the year and report to full PCC meetings. During the interregnum, the full PCC met monthly. The committees always have at least one PCC member, but also depend largely on the help of other members of the congregation. PCC members are strongly encouraged to join one of the committees. Reports by the Convenors of these committees, giving fuller details of their activities during the year, can be found in the separate APCM booklet.

Standing Committee

The standing committee comprises the Incumbent, Churchwardens and at least two nominated representatives of the PCC. The Secretary and Treasurer are normally nominated as well as two other elected PCC members. The powers of the Standing Committee are defined in the Church Representation Rules: “The standing committee may transact the PCC’s business between meetings of the PCC; but may not discharge a duty of the PCC, and may not exercise a power of the PCC which requires the passing of a resolution by the PCC.” The standing committee meets when necessary in between meetings of the full PCC.

Education Committee

Initiates and organises educational activities and experiences aimed at enabling all members of the congregation (a) to live as Christians within a Christian community, and (b) to articulate and defend their faith confidently. Particular importance is given to young people.

Fabric Committee

Supports the churchwardens in the discharge of their legal responsibilities relating to the maintenance and insurance of church fabric and in respect of any necessary faculty applications. Monitors the condition of the church and churchyard and arranges repairs and works as necessary; liaises with the civil parish council on the maintenance of the closed churchyard as required and similarly with the relevant diocesan committees.

Finance Committee

Supports the Treasurer in the preparation of the annual budget, monitors financial progress throughout the year, including gift aided giving, and advises the PCC on finance policy and the best use of the parish’s financial resources.

Outreach and Fundraising Committee

This committee oversees the fund-raising events and activities held during the year. It initiates and organises outreach activities to foster a closer relationship between the church and the parish as a whole, to express the church's sense of social responsibility in the community and to take the lead in promoting the evangelistic mission of the church.

World Mission Committee

The World Mission Committee ceased to be active during early 2021, lacking a convenor, and its role has been taken on by the PCC. The WMC had provided a forum for liaison with organisations supported by the parish, for example the Delhi Brotherhood Society and the link with the parish of Kibakwe in Tanzania, and promoted fund raising for them. It had also raised awareness in the congregation of issues relating to the Anglican Communion and the worldwide church and made recommendations to the PCC on charities to be supported, such as through special collections. It is hoped that in time it will be re-established alongside other Mission work now being undertaken including the Hadlow Food Bank.

OBJECTIVES AND ACTIVITIES

The objectives of the PCC are set out in The Parochial Church Council (Powers) Measure 1956, which defines the functions and powers of a PCC. Under the amended Measure, the principal purpose of the PCC is "promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical."

St Mary's PCC therefore shares with the Incumbent the responsibility for:

- (a) the promotion of the whole mission of the church – pastoral, evangelistic, social and ecumenical - within the ecclesiastical parish of Hadlow,
- (b) the efficient administration of the parish and its funds. The PCC is responsible for funding the maintenance and repair of the parish church.

The main activities in relation to those purposes for the public benefit are the celebration of religious services throughout the year and provision of services to the community through ministry and communal activities such as Coffee Pots & Tiny Tots and Café Plus (see section on Community on p.6). We rely heavily on volunteers to support and carry out activities.

The PCC has considered the Charity Commission guidance on public benefit and believes the guidelines have been met as the activities of the church are open to the public at large and are for public benefit.

ACHIEVEMENTS AND PERFORMANCE

St. Mary's continues to flourish, despite facing challenges of an ageing congregation, and holds regular services throughout the year. Events organised by St. Mary's in church and around the village help bring the local community together.

Church Attendance 2022

The Electoral Roll was revised in 2022, recording 138 church members, an increase of three over 2021. We would like to record our thanks to David Lear for once again acting as Electoral Roll Officer.

Owing to the coronavirus pandemic and the availability of live streaming services (audio only), the numbers of those attending in person have not fully recovered, although around seven people continued to follow services via Zoom (see Review of the Year below). Sunday attendance is typically over 50.

Review of the Year

GOVERNANCE: The parish has been in an interregnum, i.e., without a vicar, for most of the year. Fr. Jim Horton was installed as vicar on 23 November.

The full PCC met nine times during the year and the Standing Committee met three times. The 2022 Annual Parochial Church Meeting took place in church (with additional participation online) after the Sunday service on 24 April. There were no meetings in August or December.

Reports from the PCC committees – Education, Fabric, Finance, Outreach and Fund-Raising, and Mission – are included in the separate APCM booklet.

SAFEGUARDING: The safeguarding of children and vulnerable adults is a high priority at St Mary's. We are working to promote a safe culture for all members of the congregation. The PCC have adopted a safeguarding policy in line with the House of Bishops 'Promoting a Safer Church' and this commitment is renewed every year by the incoming PCC. Safeguarding is a standing item on the PCC agenda. No issues have been reported.

Cathy Brill is our Parish Safeguarding Officer and a member of the PCC. Cathy has completed courses about Safeguarding Induction, and Safer Recruitment and People Management. She regularly joins Zoom meetings with the Rochester Diocesan Safeguarding team, who provide valuable support and information.

Other volunteers continue to complete appropriate national Church of England safeguarding training courses online. This year, we have also held in person group training for Safeguarding Foundation and Awareness of Domestic Abuse, which have been well attended and have generated valuable discussions. We will continue to use the Parish Safeguarding Dashboard Scheme, which provides a profile and checklist of areas for compliance and development.

WORSHIP: We were delighted to welcome The Reverend Jim Horton (aka Father Jim) as vicar of Hadlow with his installation on 23 November. During the interregnum, however, we were pleased to welcome visiting clergy, with the rota being ably coordinated by John Speed. We enjoyed the variety of characters and styles of visiting clergy but are glad to settle down again.

The Sunday 10 o'clock service is live streamed (audio plus presentation of the order of service, which enables people who are otherwise unable or unwilling to attend in person to join in). Other regular services comprise morning prayer Monday to Thursday, Wednesday morning communion, Thursday evening Compline and Messy Church on some Sunday afternoons.

COMMUNITY: Coffee Pots and Tiny Tots (CPTT) is held every Wednesday morning 10.30 – 12 noon, where parents and other carers can meet socially while their babies and small children play. CPTT is run by a dedicated team of volunteers from within the church and local community.

We are fortunate in having Jenny Hopkins as our Anna Chaplain. Anna Chaplaincy supports older people emotionally and spiritually. Jenny leads Holiday at Home and now Friday Seniors, which meets on the first and third Fridays each month.

Café Plus restarted in January 2022 and has since gone from strength to strength, meeting on second and fourth Wednesday afternoons each month. A particular highlight was the display of

bunting and knitted chains ahead of a concert on 3 June worthy of the Platinum Jubilee. We are lucky and very grateful to have Sally Bentham and Lin Pearson leading activities.

The church is again open every day, normally between 10am and 3pm.

Events, whilst helping to raise funds for the church, attract many members of the local community. Events during 2022 included concerts by the East Peckham Silver Band and Bacchus Orchestra, Quiz, Prom & Pimms Concert, Advent Windows, Christmas Tree Festival and Fair.

More people used the Hospital Car Service in 2022, helping people to attend 302 appointments.

We sent £2,371 to help our friends at the Delhi Brotherhood Society in Delhi, India, which St. Mary's has supported for over 30 years. The DBS works among the poor, helpless and oppressed across Delhi (www.delhibrotherhood.org). Owing to the pandemic we were again unable to visit our link parish in Kibakwe, Tanzania, although we are able to maintain contact (see Kibakwe link report in the APCM booklet).

We are very grateful to have received support from Involve Kent for Café Plus and Friday Seniors (£1,200), Tonbridge & Malling Borough Council (£500 for the food bank) and from The Rose Revived, which donated the proceeds from two quiz nights to the food bank (£521).

STEWARDSHIP: We are fortunate have the support of church members in the spirit of generous giving to thank a generous God from whom all things come. By the end of the year 22 people had joined the Parish Giving Scheme, which reduces our administrative burden and improves our cashflow. Cashless giving also helps reduce how often we need to go to the bank to pay in cash, especially important since our nearest bank branch, in Tonbridge, is closing. (See also the Financial Review on p. 24).

THANKS: We thank all members of the Ministry team. We are blessed by the continuing support and kindness of Rev'd Christopher Miles, who is always ready to help by presiding and preaching or carrying out practical maintenance tasks, especially relating to lightning protection. He took many more services than usual during 2022 as a result of the vacancy.

We are fortunate in our churchwardens, John and Michael, who led the parish admirably in the absence of a vicar – we thank them for all that they are doing. We also thank all those who help keep the show on the road in so many ways and are also grateful for and lucky to have the support of many volunteers who help with all the activities, although we could always use more!

St. Mary's is a vibrant, active and welcoming church serving members from round about as well as the local parish. Every PCC meeting begins and ends in prayer and our faith underpins all we do.

Martin Massy (PCC Secretary)

Financial Review

This financial review concerns the unrestricted funds; the Statement of Financial Activities on p.27 and the Notes to the accounts provide information about restricted funds, whose use is restricted to the purposes of the fund (see Notes 2.2 and 11). Unrestricted funds include designated funds, which represent monies set aside by the PCC for specific purposes such as church repairs.

The financial results for 2022 show a surplus of £7,580 (cf £10,175 in 2021). Again, this is flattered by a lower contribution to the Diocese of Rochester than the requested “indicative offer”, which would cover the cost of ministry (clergy stipends, pensions, housing, etc.), provision of diocesan services and mission in the diocese. The £46,800 that was paid as our “parish offer” during 2022 was £16,700 short of the £63,512 requested.

The surplus has increased the balance of unrestricted funds at the end of 2022 to £48,022 (Balance Sheet, p.28). Free reserves in the General Church Fund at 31-Dec-22 amounted to £28,468, resulting in £7,968 potentially available to help fund planned projects such as church lighting.

Most of our income (87 %) comes from voluntary giving and Gift Aid. Total unrestricted income in 2022 of £85,860 was over 10 % higher than 2021 (see Note 2 on p.30), largely because of higher voluntary giving and Gift Aid (together + £4,012) and recovery in income from fund-raising events (+ £1,376). The Diocesan Board of Finance (DBF) waives its right to fees from weddings and funerals during an interregnum, which added £1,212.

Total unrestricted expenditure of £78,280, however, was also higher, by nearly 18 % (see Note 3 on p.31). The main components were higher church running costs (£7,854 higher – see Note 3.4 and UNRESTRICTED FUNDS – EXPENDITURE on p.21), slightly offset by lower repair and maintenance costs (£1,067 lower – see Note 3.6), and total interregnum expenses of £4,580 primarily to cover costs of visiting clergy. During 2022, all rooms in the vicarage were redecorated, a parish responsibility, but we were relieved from paying council tax.

We are very grateful to the many loyal church members who continue to support the church. Gift Aid is a valuable source of income, providing 15% of the 2022 total. As well as claiming Gift Aid on standing orders, sponsorship forms, etc. we make use of the Gift Aid small donations scheme, which enables us to reclaim Gift Aid on cash collections (up to a limit). Use of the Parish Giving Scheme (PGS) continues to grow. The PGS is a direct debit scheme – with the same DD guarantee as banks – and claims Gift Aid on our behalf every month, which reduces the amount of time spent on administration and improves cashflow.

Fund-raising events raised a net £3,474 for the church, with successful events including the Prom & Pimms concert on 3 June to celebrate the Queen's Platinum Jubilee and the Christmas Tree Festival & Fair in December.

Thanks are due to the finance team: David & Gabrielle Lear, Duncan Murray, John Speed.

Reserves Policy

The PCC updated the reserves policy, agreeing a level of free reserves for 2023 of £20,500 to cover the possibility of higher costs and lower income from various causes. There is in addition the Church Repair Fund, a Designated Fund that holds £15,785, for larger repairs resulting from, for example, a quinquennial inspection (the next is due in 2023). Designated Funds, although a class of unrestricted fund, are intended by the PCC for specific purposes and do not form part of the free reserves (see Charity Commission guidance CC19).

The PCC aims to review the reserves policy annually and to take steps aimed at maintaining the free reserves as necessary to the level indicated by the review.

Risk Management

There are a number of risks to which the PCC is exposed at any time in respect of (a) safeguarding (b) health and safety (c) buildings and other issues. The PCC continues to assess risk through regular review and takes appropriate steps to deal with or lessen any risks that come to light.

In respect of safeguarding, the PCC complies with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. A volunteer acts as Safeguarding Officer and monitors the level of safeguarding training needed and undertaken and acts as point of contact for any safeguarding issues.

Risk assessments are carried out for new activities and as required, e.g., for church reopening during the pandemic. Recommendations made to mitigate risks identified by each risk assessment are then implemented.

PCC Financial Responsibilities

Individual members of the PCC are charitable trustees and have a duty to comply with charity law. Each year, at the first meeting after the APCM, each member of the PCC signs a document to record their understanding of their responsibilities.

Charity law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and its financial activities for that period.

In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The PCC adopted this Report and Accounts on 27 March 2023.

Signed on behalf of the PCC


.....
The Reverend Jim Horton, Vicar

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST MARY'S CHURCH HADLOW FOR THE YEAR ENDED 31 DECEMBER 2022

This Report on the financial statements of The Parochial Church Council of the Ecclesiastical Parish of St.Mary, Hadlow (PCC of St.Mary's, Hadlow, charity number 1170577) for the year ended 31 December 2022, as set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and S145 of the Charities Act 2011 ("the Act").

Respective Responsibilities of Trustees and Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and S145 of the Act does not apply. It is my responsibility to issue this Report on those financial statements in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under S145 of the Act, and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination I confirm that no material matters have come to my attention:

- i. which give me cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements that accord with the accounting records and comply with the requirements of the Act and the Regulations,have not been met;

or

- ii. to which, in my opinion, attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

D Stephens Dated: 27 March 2022

David Stephens BA, FCCA,
Chartered Certified Accountant
13 Newlands Road
Tunbridge Wells
Kent TN4 9AS

STATEMENT OF FINANCIAL ACTIVITIES, 1 JAN 2022 TO 31 DEC 2022

01-Jan-21 - 31-Dec-21		Activity	01-Jan-22 – 31-Dec-22		
All Funds	Notes		Unrestricted Funds	Restricted Funds	Total Funds
£		Incoming Resources	£	£	£
70,281	2.1	Voluntary Giving	74,293	-	74,293
6,745	2.2	Special Donations/Collections	595	4,964	5,559
2,265	2.3	Income from Church Activities	3,177	-	3,177
2,098	2.4	Net Income from Fund Raising Events	3,474	407	3,881
1,245	2.5	Income from Investments	295	(960)	(665)
128	2.6	Other Ordinary Income	1,732	-	1,732
740	2.7	Fees for Choir/Organist/Bells	945	-	945
137	2.8	Interregnum Income	1,349	-	1,349
83,639		Total Incoming resources	85,860	4,411	90,271
Resources Expended					
2,926	3.1	Away Giving and Special Collections	-	5,356	5,356
1,448	3.2	Fund Expenses	207	2,411	2,618
76	3.3	Training Education and Support	106	-	106
51,482	3.4	Church Activities	59,336	-	59,336
8,966	3.5	Management and Admin	9,644	-	9,644
4,504	3.6	Church Repair and Maintenance	3,437	-	3,437
740	2.7	Fees paid to Choir/Organ/Bells	970	-	970
609	3.4	Interregnum Expenses	4,580	-	4,580
70,751		Total Resources Used	78,280	7,767	86,047
12,888	10/11	NET RESOURCES BEFORE TRANSFERS	7,580	(3,356)	4,224
-	10/11	Transfers between Funds	-	-	-
12,888		NET MOVEMENT IN FUNDS	7,580	(3,356)	4,224
46,730	10/11	Fund Balances B/Fwd 01 Jan 2022	40,442	19,176	59,618
59,618	12	FUND BALANCES C/FWD 31 DEC 2022	48,022	15,820	63,842

Notes to the Accounts and the Accounting Policies for the year ended 31 December 2022

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) issued January 2022 and with the Charities Act 2011.

The financial statements have been prepared under the historical cost convention, except for investment assets, which are shown at market value. All figures are stated in pounds sterling (£).

1.1 Funds

Unrestricted Funds represent the funds of the PCC that are not subject to any restrictions regarding their use. The General Fund is applied for the general purposes of the PCC. Funds designated for a particular purpose by the PCC (Designated Funds) are also unrestricted.

The purpose of restricted funds is as defined by the fund. All donations made to a fund must be used for the purposes of the fund.

The accounts include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

1.2 Incoming Resources

Incoming resources are accounted for depending on their category as follows:

Voluntary Income and Capital Resources

Collections and donations are recognised when received by the PCC.

Gift Aid receivable under planned giving arrangements is recognised when the income to which it relates is received.

Grants and legacies are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Sales of books, magazines or any other items are accounted for gross.

Other Ordinary Income

Income from the letting of the Upper Room is recognised when the rental is due. Income from external funding is recognised in the period to which it relates.

Income from Investments

Dividends and interest are accounted for when receivable.

Gains and Losses on Investments

Realised gains and losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

1.3 Resources Expended

Grants

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.

Activities relating to the Work of the Church

The Parish Offer paid to the diocese of Rochester is accounted for when payable. Any share unpaid at 31 December is provided for as an operational (though not a legal) liability and as a creditor in the balance sheet.

1.4 Fixed Assets**Consecrated Land and Buildings and Moveable Church Furnishings**

Consecrated and beneficed property is excluded from the Accounts by s.96(2)(a) of the Charities Act 1993. No value is placed on moveable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as this is regarded by the PCC to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable Church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

1.5 Other Fixtures, Fittings and Equipment

Items with a purchase price of £2,000 or less are written off when the asset is acquired. Other equipment is depreciated on a straight-line basis over four years.

1.6 Investments

Investments are valued at market value at 31 December.

1.7 Current Assets

Amounts owing to the PCC at 31 December are shown as debtors, less reasonable provision for amounts that may be uncollectable. Short-term deposits include cash held with Diocesan Board of Finance, Church of England Funds or at the Bank.

2. Incoming Resources**2.1 Voluntary Income**

Total unrestricted voluntary income is shown in the Table below, with comparative figures for 2021.

Unrestricted Voluntary Income	2021 (£)	2022 (£)
Cash Collections	1,644	3,316
Planned Giving	49,138	53,282
Gift Aid Recovered	11,341	12,895
Sundry Donations	7,547	4,191
YPW Fund Donations	540	510
Church Wall Boxes	71	99
TOTALS	70,281	74,293

2.2 Special Collections, Donations and Away Giving

Special collections and donations raised £5,559 for the Food Bank and for Away Giving to various charities and overseas projects by St Mary's, as shown below.

Special Collections/Donations	2021 (£)	2022 (£)
Children's Society	1,122	555
Delhi Brotherhood Society	1,440	659
Christian Aid	-	87
Kibakwe Link	-	-
Food Bank	1,692	2,126
Other	2,491	2,132
TOTALS	6,745	5,559

2.3 Income from Church activities

Total income from church activities was £3,177 in 2022, £912 more than 2021. The majority came from fees for weddings and funerals (£1,552 compared with £1,889 in 2021). It includes income from events that are part of the Church's usual activities, but whose primary purpose is community outreach rather than fund-raising. Gross receipts from the sale of, or contributions received towards, refreshments, and from Outreach events was £1,325 (cf £226 in 2021).

2.4 Fund-Raising Activities

Income from fund-raising activities is presented net of costs and raised £3,474 for St. Mary's compared with £2,098 in 2021. An additional £407 was raised by the Prom & Pimms concert for Hospice in the Weald. Owing to soft ground in the field we were again unable to hold the annual Boot Fair, which typically generates £800-£1,000.

2.5 Income from Investments

Income from investments includes the unrealised loss in the value of investments held in the Chancel Emergency Fund at 31 December 2022 (loss of £960) and bank interest and dividends on deposits (£295).

2.6 Other Ordinary Income

Other sources of income comprised hire of the Upper Room (£532), up from £128 in 2021, and £1,200 from Involve Kent in support for Café Plus, Friday Seniors and other activities for over-55's.

2.7 Fees for Choir, Organist, Bells and Verger

This category reflects fees that the church receives on behalf of, and then pays on to, those providing music, bells, etc at weddings, funerals and other special services. There is no administration charge for handling those fees, which are passed on in full.

2.8 Interregnum income

While St. Mary's is without a vicar, fees normally due to the Diocesan Board of Finance (DBF) for weddings and funerals are instead retained by the PCC and used to help offset additional costs incurred during the interregnum as described in section 3.4 below. Interregnum income in 2022 was £1,349.

3. Resources Expended

3.1 Away Giving

This category consists of grants made from money raised by special collections or events (restricted) and donations from general (unrestricted) funds. See also Note 2.2, Special Collections, Donations and Away Giving. Balances are given in Note 11 on p.34. The PCC was again unable to provide funds from general income in 2022 for grants to charities.

Away Giving	2021 (£)	2022 (£)
Children's Society	1,122	555
Delhi Brotherhood Society	1,597	2,371
Christian Aid	-	736
Other	207	1,694
TOTALS	2,926	5,356

3.2 Fund expenses

Expenses for the Food bank, Anna Chaplaincy and Involve Kent funds are shown below.

Fund Expenses	2021 (£)	2022 (£)
Food Bank	1,448	2,141
Anna Chaplaincy	-	270
Involve Kent	-	207
TOTALS	1,448	2,618

3.3 Training, Education and Support

£106 was spent on children in Coffee Pots & Tiny Tots (£76 was spent on Young People in 2021).

3.4 Church Activities and Interregnum Expenses

The largest component of expenditure on church activities is the contribution to the diocese, the parish offer, of £46,800, an increase of £5,700 over 2021. Utilities (gas, electricity, water, wastewater) and insurance for the church cost £5,975, and vicarage expenses for water, council tax and redecoration amounted to £3,972. General church and other expenses amounted to £2,608.

During the vacancy, the PCC was additionally responsible for vicarage maintenance, energy supply and telephone, and fees for visiting clergy. These interregnum expenses are met partly by fees from funerals and weddings that are normally paid to the DBF (see 2.8 Interregnum Income). As the interregnum income is less than the additional expenses the difference is met from the General Fund. Interregnum expenses in 2022 amounted to £4,580.

3.5 Management and administration

Administration costs amounted to £9,644 as set out in the Table below, taken from UNRESTRICTED FUNDS –EXPENDITURE on p.21. Professional & Legal Fees are for the Independent Examiner. The Secretarial Honorarium is the salary paid to the Parish Administrator; the increase reflects an increased hourly rate, approved by the PCC in September.

The Parish Administrator is the only employee. No pension schemes were involved (see Note 13 on p.35).

Management and administration	2021 (£)	2022 (£)
Printing, Stationery, Copier	4,194	4,385
Professional & Legal Fees	765	790
Post/Phone	657	603
Secretarial Honorarium	3,350	3,866
TOTALS	8,966	9,644

3.6 Church Repair and Maintenance

General repairs and maintenance are paid from General Funds. Church maintenance during 2022 includes maintenance of the organ, fire protection inspection, repairs and cleaning of the Church roofs, gullies and gutters, etc. Total £3,437 compares with £4,504 for 2021 and includes £2,394 for lighting design and a credit of £576 for VAT reclaimed through the Listed Places of Worship scheme.

3.7 Trustees

No Trustee received remuneration for acting as trustee. Trustees are reimbursed for expenses incurred on behalf of the PCC. Janice Massy, the wife of Martin Massy, who is a PCC member and Treasurer, received £3,866 in 2022 for her role as Parish Administrator. Mrs. Massy was also elected to the PCC in October 2020; the Charity Commission confirmed that because she was employed before becoming a trustee then the payment is not a benefit arising from the trusteeship. The PCC is aware of the conflict of interest, and neither Mr. Massy nor Mrs. Massy participates in her salary review. Mrs. Massy's hours worked, which are the basis for her remuneration, are approved in writing by the vicar, or, in the absence of an incumbent, by both churchwardens.

4. Debtors and Prepayments

Tax recoverable is Gift Aid. Donations are those received in the current financial year but banked in the following financial year. Involve Kent fees relate to support for Café Plus and Friday Seniors. Prepaid gas and electricity relate to credit with our gas and electricity suppliers, EDF and Smartest Energy (SE) respectively. The latter represents a unilateral departure by SE from the terms of a three-year fixed price contract. Billing reverted to the agreed contract prices from August, but we are still waiting for SE to credit our account with the overpayment. Prepaid water relates to credit with South East Water for supply to the vicarage. VAT recoverable relates to a claim (since received) via the Listed Places of Worship scheme for

VAT paid on church maintenance. Prepaid insurance relates to a three-year warranty extension for the stairlift, which was installed at the end of 2019 – the warranty runs to the end of 2024.

	31-Dec-21 (£)	31-Dec-22 (£)
Tax recoverable	13,785	9,974
Donations	565	-
Involve Kent Fees Receivable	-	1,200
Prepaid Gas	1,954	417
Prepaid Electricity	-	1,231
Prepaid Water	-	123
VAT Recoverable	-	200
Prepaid Insurance	600	400
TOTALS	16,904	13,545

5. Creditors

Creditors for general church expenses include £489 council tax due for the vicarage, £790 for professional fee for the Independent Examiner, £461 for administration and an estimated £400 for electrical works in December 2021 not yet invoiced. Statutory fees cover fees payable to the Diocesan Board of Finance for weddings and funerals.

	31-Dec-21 (£)	31-Dec-22 (£)
General Church Expenses	1,682	2,215
YPW Expenses	-	106
Involve Kent Expenses	-	57
Statutory Fees	29	-
TOTALS	1,711	2,378

6. Church Repair Savings Account

This is a savings account with the Diocese, which is maintained to assist meeting the cost of repairs arising from a Quinquennial inspection. Dividends and interest of £280 in this account were received in 2022 (£225 in 2021).

7. Capital Reserve Account

This is a savings account at NatWest bank for funds nominally intended to be used for major capital building projects. The balance on 31 December 2022 was £7,088.

8. Young People's Work (YPW), Beacon, Food Bank and Involve Kent Funds

The YPW and Involve Kent funds are “designated”; the Beacon and Food Bank funds are “restricted”, the Beacon fund being designed to track expenditure from a Bishop's Fund for Mission grant received some years ago. The Beacon Fund was previously known as the Lighthouse 2 Project Fund and is intended to support work with young people. Regular specific monthly donations continue to be made to support work with Young People. Income from Involve Kent is provided to improve the well-being of older residents – church activities that support this objective include Café Plus and Friday Seniors.

9. Trust Funds

The CBF Investment Fund – Income Shares

The only investment fund now remaining is the Chancel Emergency Fund (see note 11 below). The loss in value is shown in the Table below.

Fund Name	No. of shares	Value at 31 Dec 2021 (£)	Value at 31 Dec 2022 (£)	Gain/(Loss) (£)
Chancel Fund	348	8,150	7,190	(960)

The Chancel investment is a permanent endowment restricted fund which came about from section 31 of the Tithe Act 1936. The income from this trust is intended "to provide for insurance on the structure, to cover the cost of reinstatement if destroyed and to pay for repairs to the Chancel". Under certain conditions the PCC may spend the endowment as well as the income from it, but only for the purpose for which it was initially intended. The fund is included in the accounts at the current market value.

10. Summary of Unrestricted and Designated Funds

The Young People's, Church Repair and Involve Kent funds are designated funds, which are unrestricted funds that the trustees have set aside for a particular purpose. Such funds can be undesignated or re-designated.

	General Church Fund (£)	Young People's Work (£)	Church Repair Fund (£)	Involve Kent (£)	Total (£)
Balance at 1 Jan 2022	22,672	2,280	15,490	-	40,442
Movements in Funds	5,796	496	295	993	7,580
Transfers	-	-	-	-	-
Balance at 31 Dec 2022	28,468	2,776	15,785	993	48,022

11. Summary of Restricted Funds

Outgoing resources for away-giving relate to £213 raised for the Royal British Legion at the Remembrance Sunday service, the DEC Ukraine Appeal (£425), Hospice in the Weald (£407), Mission Aviation Fellowship (MAF, £649), Christian Aid (£736), the Delhi Brotherhood Society (£649) and The Children's Society (£555).

	Away Giving (Restricted) (£)	Beacon (£)	Choir Fund (£)	Church Improvement Fund (£)	Chancel Emergency Fund (£)	Delhi Brotherhood (£)	Kibakwe (£)	Food Bank (£)	Anna Chaplaincy (£)	Total (£)
Balance at 1 Jan 2022	2,002	822	341	2,276	8,150	1,325	1,900	1,860	500	19,176
Incoming Resources	2,441	-	90	-	-	659	-	2,126	55	5,371
Outgoing Resources	(3,635)	-	-	-	-	(1,722)	-	(2,141)	(269)	(7,767)
Increase/(Decrease) in value, investments	-	-	-	-	(960)	-	-	-	-	(960)
Transfer from/(to) Unrestricted Reserves	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
Balance at 31 Dec 2022	808	822	431	2,276	7,190	262	1,900	1,845	286	15,820

12. Summary of Assets by Type of Fund

Asset	Unrestricted and Designated Funds	Restricted Funds	Total Funds
	(£)	(£)	(£)
Investments	-	7,190	7,190
Current Assets	50,387	8,630	59,017
Current Liabilities	(2,365)	-	(2,365)
Totals	48,022	15,820	63,842

13. Pension Act 2008

During the year 2018, the PCC complied with its responsibilities under the provisions of the Pension Act 2008 to inform its part-time employees (i.e. the Parish Administrator and the Choir Director at the time) of their right to ask to join a workplace pension scheme which, under the abovementioned statute, the PCC would be obliged (a) to facilitate if those employees so requested, and under certain circumstances (b) to contribute to the pension scheme on their behalf (this is now a legal obligation applying to all UK employers, even where the employer has only one employee). The basis under which the PCC is obliged to make this offer was explained to the PCC's employees in a detailed letter in September 2018. The Government's Pension Regulator was informed, as required under the Act, to confirm the PCC's compliance with the requirements of the Act.

The Parish Administrator has opted not to pursue this opportunity, and the above position remained unchanged in 2022. A statutory re-declaration of compliance with the Act, due every three years, was lodged with the Pensions Regulator in August 2020.

14. PCC as a 'going concern'

The basis of the PCC being a "going concern" is not in doubt. St Mary's is a thriving and innovative church supported by a larger than average electoral roll for the size of its community.

The church building is in a sound condition, and a 'Friends' organisation is planned to assist with capital projects.

15. Income and Expenditure Accounts

These are shown on the following pages for Unrestricted and Restricted Funds.

UNRESTRICTED FUNDS – INCOME

	2021		2022	
	£	£	£	£
INCOME FROM :				
VOLUNTARY GIVING				
Cash Collections	1,644		3,316	
Planned Giving	49,138		53,282	
Tax Reclaim	11,341		12,895	
Sundry Donations	7,547		4,191	
YPW Donations	540		510	
Wall Boxes	71		99	
Choir Fund Donations	-		-	
Tower Fund Collections	-	70,281	-	74,293
SPECIAL COLLECTIONS		678		595
CHURCH ACTIVITIES				
Outreach	226		1,325	
Funerals	1,579		376	
Weddings	310		1,176	
Other Fees	150	2,265	300	3,177
FUND RAISING		2,098		3,474
INVESTMENTS				
Bank Interest	225	225	295	295
OTHER INCOME				
Upper Room - Letting	128		532	
Involve Kent Fees	-	128	1,200	1,732
CHOIR/ORGANIST/BELLS/VERGER		740		945
INTERREGNUM INCOME		137		1,349
TOTAL INCOME		76,552		85,860
TOTAL EXPENDITURE (from SOFA)		66,377		78,280
SURPLUS/(DEFICIT)		10,175		7,580
TRANSFERS TO/FROM:				
Restricted Funds		15,000		-
TOTAL SURPLUS/(DEFICIT)		25,175		7,580

UNRESTRICTED FUNDS – EXPENDITURE

	2021		2022	
EXPENDITURE ON :	£	£	£	£
AWAY GIVING				
Various Charities		-		-
FUND EXPENSES				
Involve Kent	-	-	207	207
TRAINING AND EDUCATION				
Sunday Clubs and Young People	76		106	
Adult	-		-	
Books and Resources	-	76	-	106
CHURCH ACTIVITIES				
Visiting Clergy	-		-	
Diocesan Offer	41,100		46,800	
YPW and Beacon	-		-	
Clergy Expenses	150		-	
Vicarage Expenses	3,200		3,972	
Sacristy	370		939	
Insurance	3,315		3,655	
Gas/Electric/Water	2,829		2,302	
Upper Room Expenses	44		38	
Choir Director/Organists	-		130	
Outreach & Social Events	60		705	
General Church Expenses	414	51,482	795	59,336
ADMINISTRATION				
Printing, Stationery, Copier	4,194		4,385	
Professional & Legal Fees	765		790	
Gift Aid Envelopes	-		-	
Post/Phone/Fax	657		603	
Secretarial Honorarium	3,350	8,966	3,866	9,644
MAINTENANCE				
Church General	3,732		3,040	
Organ/Piano	772	4,504	397	3,437
CHOIR/ORGANIST/BELLS/VERGER		740		970
INTERREGNUM EXPENSES		609		4,580
TOTAL EXPENDITURE		66,377		78,280

RESTRICTED FUNDS – INCOME & EXPENDITURE

	2021		2022	
	£	£	£	£
INCOME FROM :				
SPECIAL DONATIONS/COLLECTIONS				
Delhi Brotherhood	1,440		659	
Christian Aid	-		87	
Children's Society	1,122		555	
Kibakwe Link	-		-	
Food Bank	1,692		2,126	
Choir	106		90	
Anna Chaplaincy	500		55	
Church Improvements	-		-	
Others	1,207	6,067	1,392	4,964
FUND RAISING		-		407
INVESTMENT INCOME				
Chancel Fund		1,020		(960)
TOTAL INCOME		7,087		4,411
EXPENDITURE				
AWAY GIVING SPECIAL COLLECTIONS				
Christian Aid	-		736	
Children's Society	1,122		555	
Delhi Brotherhood	1,597		2,371	
Kibakwe Link	-		-	
Other Special Collections	207	2,926	1,694	5,356
FUND EXPENSES				
Food Bank	1,448		2,141	
Anna Chaplaincy	-	1,448	270	2,411
CHURCH ACTIVITIES				
Choir Books/Activities	-		-	
Church Improvements	-		-	
Other Activities	-	-	-	-
TOTAL EXPENDITURE		4,374		7,767
SURPLUS/(DEFICIT)		2,713		(3,356)
TRANSFERS TO/FROM:				
Church Repair Fund		(15,000)		-
TOTAL SURPLUS/(DEFICIT)		(12,287)		(3,356)